

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: 03/07/13 9:30 a.m.

Location: Human Services Center, Brookfield Room

Committee Members:

<u>EA</u>	Farrell, Dennis	<u>EA</u>	Patterson, Sandy
<u>X</u>	Franklin, Robert	<u>EA</u>	Ruf, John
<u>X</u>	Goetz, Jennifer	<u>X</u>	Spitz, Carolyn
<u>X</u>	Graham, Bill	<u>X</u>	Turkoske, Julie
<u>X</u>	Lee, Glenn	<u>EA</u>	Wolff, Sandy
<u>A</u>	Lee, Lorraine	<u>X</u>	Zaborowski, William
<u>X</u>	Ludka, Elaine		

X = Present A = Absent EA = Excused Absence

Additional Attendees:

<u>X</u>	Smith, Mary
<u>X</u>	Smith, Sue
<u>X</u>	Bellovary, Cathy

Call to Order:

The meeting was called to order at 9:30 am by Chair B. Graham.

Public Comments:

Retired ADRC Manager, Cathy Bellovary attended today's meeting at the request of B. Graham. C. Bellovary thanked the Board for their support and their years of service to the ADRC. She thanked those who were able to attend her farewell celebration in the HHS Board Room on February 27th. The ADRC Advisory Board presented C. Bellovary with a Certificate of Appreciation for her many years of service to Waukesha County, the ADRC and the citizens of Waukesha County.

Approval of minutes of January 3, 2013 and February 7, 2013 meeting:

Chair B. Graham called for approval of the meeting minutes of January 3 and February 7, 2013. C. Spitz moved to approve the minutes; B. Zaborowski seconded the motion. All in attendance approved. Motion carried.

Approval of Senior Dining Center Revisions – Mary C. Smith, Nutrition and Aging Services Supervisor

M. Smith advised the Board that she is requesting revisions to days of service to the sites in Mukwonago and New Berlin. Currently, Mukwonago is open Monday – Friday for Congregate and Monday, Tuesday and Thursday for home delivered meals. A hot and frozen meal is delivered on Tuesday and Thursday. The attendance for Congregate in Mukwonago has been declining, serving only 8-10 people on Fridays. The Senior Population in Mukwonago, which includes the Village and Town, is 2,560 people. New Berlin is open Monday through Thursday for both Congregate and home delivered meals. A hot and frozen meal is delivered on Thursday. The numbers in New Berlin are growing tremendously, serving 20 people a day for Congregate. There are 55 -60 hot meals and another 50 frozen meals delivered on Thursday. The Senior Population in New Berlin is 9,276 people. M. Smith would like to close Mukwonago on Friday and open New Berlin five days per week. This will only impact the few Congregate who come to Mukwonago to eat on Friday. Most are from within the building. If those individuals are eligible and do not have any other way to receive a meal, they could receive a second meal on Thursday to take with them. The requested changes were submitted to GWAAR and have been approved. At this time, M. Smith is asking for the Board to approve the closing of Mukwonago on Friday and opening of New Berlin on Friday. J. Turkoske moved to approve the revision; C. Spitz seconded the motion. All in attendance approved. Motion carried.

Aging Unit Plan Assessment - Mary C. Smith, Nutrition and Aging Services Supervisor

M. Smith provided Board members with copies of the Aging Unit Plan Assessment. Every three years, the ADRC is required by the state to do an Aging Unit Plan. Last fall, the Board reviewed and approved the Aging Unit Plan for 2013-2015. The document being reviewed today is the assessment of the last year of our previous plan 2010-2012. M. Smith provided a detailed, page-by-page account of the Assessment, highlighting the goals identified in the previous plan that were due in 2012. The information generated many questions and good discussion. Chairman B. Graham called for approval of the 2012 Aging Unit Plan Assessment. E. Ludka moved to approve the Aging Unit Plan Assessment; B. Zaborowski seconded the motion; all in attendance approved. Action passed.

Review Unmet Needs and ADRC Contacts

B. Graham asked Board members to refer to their handouts regarding the Unmet Needs and the ADRC Contacts. M. Smith explained that when the ADRC is unable to assist a client, an entry is noted in the SAMS database. B. Woyak generates a report identifying those Unmet Needs. The ADRC strives to meet the needs of our clients, but accessible and affordable housing continues to be an issue. Unmet needs numbers for funding for long-term care, home care, both medical and non-medical, medication management, mental health issues and transportation are consistently high throughout the year. B. Graham asked if AODA/Substance Abuse issues can be separated to show if there are unmet needs in this area. M. Smith will contact B. Woyak with this request.

Advisory Board Chair Report:

- B. Graham and C. Spitz are leaders in Living Well with Chronic Conditions Program, which is being held at the Waukesha Schuetze Recreation Center. This session has 10 participants. This is an ADRC sponsored program.

ADRC Manager's Report:

- Deputy Director Antwayne Robertson is acting as Manager and will oversee the ADRC until new manager has been hired.
- One of the Elder Benefit Specialists in the ADRC has taken a new position in Health & Human Services. The Elder Benefit Specialist position has been posted and we are hoping to have it filled soon.
- The new nutrition software for managing our home delivered meals program has been implemented. We are currently running the new and old system parallel. It is going very well. We are confident this new solution will enhance our processes for home delivered meal, both in the office and at the meal sites.
- The Caregiver Conference is scheduled for the fall. Planning continues and information will be provided to the Board as it becomes available
- The Volunteer Recognition Event is scheduled for May 5, 2013 at the County Springs. A Save the Date flyer has been distributed with invitations to follow. We hope all will be able to attend.
- The state has requested the ADRC participate in a Pilot for another Chronic Disease Self-Management program that is particularly aimed toward diabetes care. Community Health Coordinator, Lee Clay will attend leader training for the Diabetes Self-Management Program. As with the Chronic Disease Self-Management Program, there is no cost to the county.
- Alzheimer's Association representative, Judy Gunkel will be at the ADRC on the 4th Wednesday of the month to meet with individuals interested in talking about Alzheimer's. This is not an I&A referral. Calls to the ADRC requesting an appointment will be scheduled by reception staff. This is a face-to-face appointment, which is free of charge and open to all.

Greater Wisconsin Agency on Aging Resources (GWAAR):

No Report

State Aging Advisory Committee Report:

No Report

Health and Human Services Board and Committee Report:

- B. Zaborowski provided a document to all Board Members regarding the notice of Public Hearing Announcement. The Public Hearing will be held at 7:00 p.m. on April 2, 2013 at the Waukesha County Expo Center.

- B. Zaborowski also shared that Health and Human Services Director Peter Schuler will retire effective June 18, 2013.
- The county is conducting an on-site medical clinic feasibility study. Surveys have been sent to county employees requesting input of how, or if, employees might use the clinic and what services they would like to see available
- Lobby Day for HHS is April 10 in Madison. If you are interested in attending, contact Sarah Spaeth in the County Board office. The program is being presented by the Association of Counties.
- Dr. Nancy Healy-Haney presented on child immunizations.

Other Business/Updates:

None

Adjournment:

R. Franklin moved to adjourn the meeting. B. Zaborowski seconded the motion; all in attendance approved. Motion is carried.

Meeting Dates and Times/Next Meeting:

April 4, 2013 @ 9:30 a.m.

Approved _____ **Date** _____

Recorded and Submitted by Sue Smith